



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
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FINAL FILING DATE: OPEN UNTIL FILLED

ORAL INTERVIEW: To Be Announced

RE-ANNOUNCED

DIRECTOR, PUBLIC HEALTH LABORATORY SERVICES

Annual Salary Range: \$91,428-\$111,132

THE POSITION

Contra Costa County Health Services Department is offering an excellent opportunity for candidates interested in the Director of Public Health Laboratory Services position. The Public Health Laboratory is a full service state of the art laboratory and reference facility. It includes a molecular microbiology laboratory and a Bioterrorism unit. The Public Health Laboratory works with a busy, modern county hospital as well as seven community hospitals. In addition the laboratory works closely with Environmental Health and the Hazardous Materials Program in outbreak control and testing of potentially hazardous materials. It is a BSL 3 facility and it is registered to work with select agents.

The incumbent will be responsible for overall laboratory management, which includes managing 23 professional and support staff and a budget of \$3+ million. Duties in this position will include, but are not limited to: planning, directing, and evaluating the work of laboratory personnel; ensuring that test results are recorded and accurately reported; preparing the budget and monitoring expenditures and revenues; ensuring compliance with all applicable local, state, and federal regulations related to laboratory procedures and the reporting and maintenance of records; and works collaboratively with other managers and health care workers to establish and maintain laboratory services to support public health programs and control disease in the community.

MINIMUM QUALIFICATIONS

License Required: Valid California Driver's License.

Certification Required: Possession of a valid Public Health Microbiologist Certificate issued by the State of California.

Either:

Education: Possession of a doctorate degree from an accredited college or university in a chemical, physical, biological or clinical laboratory science.

Certification: Possession of a certification by the American Board of Clinical Chemistry, American Board of Bioanalysis, or other National accrediting board acceptable to the US Department of Health and Human Services in one of the laboratory specialties.

Experience: Four years of full-time (or its equivalent) experience as a certified microbiologist in a public health laboratory including at least two years which must have involved directing laboratory operations and supervising subordinate staff.

Or

Held a position as a Laboratory Director or could have qualified as a "Laboratory Director" under regulations defined at 42 CFR 493.1415, published March 14, 1990 or be qualified under CA State law prior to February 28, 1992 to direct public health laboratory.

OTHER REQUIREMENTS: Prior to employment, a background investigation/fingerprint exam will be conducted on all candidates.

SELECTION PROCESS

- 1. Application Filing:** Applicants are encouraged to apply on-line at www.cccounty.us/hr, or, a completed Contra Costa County application must be received or postmarked by the final filing date listed above. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see the list of additional locations on "HOW TO APPLY" on the reverse side of this announcement.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate to select the best-qualified candidates for invitation to the oral interview.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, Ca. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN ONLY: 1/25/2010 MG/mt

Exam Number: V0DA-2010A

DIRECTOR, PUBLIC HEALTH LABORATORY SERVICES

AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION